

Regularly Scheduled Meeting
CDPOA Board of Directors
November 12, 2024 | 2:00 pm – Home of Jo Gable, 404 Downs Blvd.

Board Members Present: Webb Smathers, Karen McAlister, Jerdone Davis, Jo Gable, Nancy Palisin, Diana Manly

Board Members Absent: Marion Sieffert

Chair Members Present: Anne Snider, Eldon Blust

POA Members Present: None

Call To Order: President Smathers called the meeting to order at 2:00 pm. A quorum was declared based on a majority of Board members being present.

Approval of Minutes: By motion made and duly seconded, the Board members present unanimously approved the minutes of the Board meeting from October 8, 2024, in the form of that was previously approved electronically by a majority of the Board members. The approved October minutes can be posted or distributed now that they have received final approval.

Treasurer Report – Jerdone Davis: Jerdone submitted a written Treasurer Report for October 2024, a copy of which is attached. Thus far \$11,993.33 has been raised for the restoration of the Woodland Walk Bridge (including payment by insurance company).

President’s Report – Webb Smathers: Webb reported that he has talked to several residents about the increase of dues scheduled for 2026. Some members thought the dues should be increased earlier (for 2025) but material has already been printed and distributed for the 2025 budget year.

Committee and Coordinator Reports

ARC Committee Report – Karen McAlister, Chair: Karen reported that the following homeowner applications were received and recommended to the Board for approval:

1021 Keystone: Replace roof

47 Hickory: new doors, storm door, and patio door plus additional guttering

4 Birch: Install wood stove in rear of home in sunroom; install vent piping several feet above roof level

337 Summer Walk: paint outside door same as current color

25 Downs Loop: replace failing front concrete patio and paint to match current color

By unanimous vote of all present, the Board accepted the recommendation of the ARC Committee and approved all of the above applications.

Common Properties Committee Report – Nancy Palisin, Chair: Nancy submitted the Committee Report to the Board, as follows:

Common Property Trees

—No new date has been scheduled for work on the hazardous Sweet Gum cluster on Keystone. Per text from Sara at TreeSouth on 11/12/24—Karl said the job would be done before year end.

Garden Shed Toilet Update

—The new water pump (cost \$40.45) was installed by Gary Newkirk. Ann Snider announced in Communicator that Garden Shed was closed for the winter as of November 4, 2024. Gary will schedule a final toilet cleaning.

Woodland Walk Storm Damage

—Contractor Ryan Smith and crew were able to complete the budgeted extensive clearing of the Keystone ditch/creek just prior to storm Helene. They also spent 3 days after Helene cleaning up common property areas, concentrating on clearing enough of the fallen trees and debris in the Woodland Walk to make it safe enough to open the path for walking. They also installed a temporary fence to restrict entrance to bridge, marked No Trespassing, and cleaned up debris in creek to maintain proper water flow.

—On Thursday 10/10/24 Nancy Palisin met with Matt Simmons (Simmons Tree Service) at bridge and arranged for Matt to call with a date that he could remove tree from bridge, pull bridge up out of creek, cut up tree and stack pieces along path for later removal. He gave a verbal quote of \$1,500.00 for this work so Nancy could get email approval from CPC committee and CDPOA Board members to schedule the work. Unfortunately, Matt Simmons called Nancy on Wed 10/16/24 to announce that he had a window of time and just went ahead with the work. Nancy was not happy that Matt did not call as she requested nor with the debris and 12' tree logs left for us to cut up and remove. She asked that they schedule a return date with her to cut up the logs in reasonable sized sections before she could pay their fee. Have not heard from him since and have not been sent an invoice.

—Ryan and crew spent another day on Wed 10/23/24 cleaning up the debris left from the bridge/fallen tree removal. Nancy Palisin, Fran Moseley and Jane Hamilton worked Thurs. 10/24/24 to carry additional piles of debris along path and near bridge down to cul-de-sac.

—Webb Smathers and Nancy Palisin consulted with Krueger Marine regarding bridge possibilities. Consultant Mike Sum came out to check out the bridge site with Nancy on 11/1/24. He will take information gathered back to their builders to see if they can create and install a bridge for us.

—Webb Smathers met with Kent Wigington of The Boat Dock Co., Inc, who is also looking into bridge possibilities for us.

—As of 11/12/24 we have \$11,093.93 in our Bridge Account, made up of the Insurance claim for \$3,282.00; check donations from POA members \$4,275.00; and GoFundMe donations \$3,536.93 (\$3650.00 raised - transfer fees of \$113.07)

Communications Committee Report – Anne Snider, Chair: Anne submitted the Committee Report to the Board, as follows:

- Deadlines for December Communicator will be the week of Thanksgiving, so please send materials for the Communicator to me before that time. Reminder: December 1 is on the Sunday of Thanksgiving weekend.
- I have received the rough draft of the 2024 Telephone Directory from CARC and will begin work on the directory as we receive the Telephone Directory Information sheets that are part of the Annual meeting mailing. Please remind residents as you encounter them that the Telephone

Information and Emergency Contact sheets are very important. Do not simply write “same as last year”!

- Committee chairs and board officers: please remember to prepare an oral report for the Annual Meeting that outlines a summary of what you have done in 2024; send an electronic copy to Marion Sieffert for the Annual Meeting minutes.

Social Committee Report –Diana Manly:

Twenty-one people attended the First Friday get-together which was hosted by Mary Brown. The December 2nd First Friday will be hosted by Nancy Portnow and Bill Watt. The POA Christmas dinner will be held Tuesday, December 3rd.

Community Cable TV Coordinator Report – Eldon Blust, Coordinator:

- CDPOA is not offering a Community Cable TV (“CCTV”) package in 2025.
- The current arrangements for CCTV will discontinue after February 28, 2025.
- Several alternative ways to continue to enjoy CCTV content have been examined.
- CDPOA recommends that CCTV subscribers transition to Internet Streaming to continue to enjoy their favorite CCTV content in 2025.
- Several paths through this transition have been examined.
- CDPOA recommends that CCTV subscribers continue existing or establish new Internet service connections with Vyve Broadband (“Vyve”) to facilitate Internet Streaming.
- Several Internet Streaming service providers have been examined to identify those that offer the content that was provided through CCTV.
- After CCTV is discontinued, Vyve equipment associated with CCTV will become inoperative. This equipment may be removed and returned directly to Vyve by the subscriber, or the subscriber may request the CCTV Coordinator to remove and return this equipment on the subscriber’s behalf.
- Each CCTV subscriber will have their own individual journey through this transition. No single solution will meet every subscriber’s requirement. The CCTV Coordinator will assist any community resident who wishes assistance through this transition.

Eldon will explain the details of this Transition Plan and answer questions at the Annual Meeting on December 3, 2024.

Rental Committee Report – Cindy Horton: Communications with Malinda Bates, the owner of 7 Little Lane, regarding the lease and other outstanding issues on the property remain at a standstill. The remaining three properties are all in compliance. Sandy Waskowski has agreed to serve as the Rental Coordinator, starting in January 2025.

Report from CARC Board Meeting – Anne Snider: No report

Old Business– President Smathers: No old business

New Business – President Smathers: Assembling of Annual Meeting materials will be done after today’s meeting adjourns.

The meeting was adjourned at 3:20 pm.

Respectfully submitted, Anne Snider, substitute secretary

EXPENSE REPORT FOR SEPTEMBER 2024:

As of 10.31.2024, the balance in the CDPOA #5549 account is \$60,124.73.

(As of 11.08.2024, monies from donations including GoFundMe and checks plus insurance coverage totals: \$10,993.93. This includes the GoFundMe fee deducted from the total.)

As of 10.31.2024, the balance in the Vyve account is \$16,581.46. (A debit by Vyve for \$2833.29 was made on 10.17.2024. Interest credited for the month of September was \$1.23.)

CONTINGENCY AND RESERVE FUNDS:

(Reported at the last meeting: I met with Ashley our accountant who suggested that we place 30.6% of our end of the year assets in contingency, and the rest would be our reserve fund. We can make decisions without the vote of homeowners on expenses taken from the contingency fund, but the reserve fund requires a vote of the homeowners.)

Our anticipated TOE at the end of the year is \$15,322.31. Using 30% as contingency fund (or \$4,596.69), the reserve fund would be a total of \$10,725.62. My recommendation is to discuss going up on homeowners' fees for 2026, and we need to determine how much we should raise the fees.

IRS INVOICE WITH FEES:

Attached is an email from Lindley-Pettigrew stating for us NOT to pay the invoice as they are still working on resolving this issue with the IRS. We should owe nothing to them. The payment date was 10.31.2024.

Also, the accountants are checking to see if we will owe taxes on the GoFundMe account for 2024.

Respectfully submitted,
Jerdone Davis
Treasurer, CDPOA
11.10.2024

From: Ashley Crenshaw Ashley.Crenshaw@lpccpas.com
Subject: RE: Tax Return
Date: November 1, 2024 at 10:21 AM
To: M Jerdone Davis sassynonie@icloud.com

AC

Good morning!

Art said not to pay that. We still don't have a final result from the IRS.

I'll check in with Art on that situation when he's available!

Thanks!

Ashley Crenshaw

Staff Accountant

Lindley Pettigrew & Company CPAs LLC

122 Strode Circle

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Ashley.Crenshaw@LPCcpas.com

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-----Original Message-----

From: M Jerdone Davis <sassynonie@icloud.com>

Sent: Thursday, October 31, 2024 6:56 PM

To: Ashley Crenshaw <Ashley.Crenshaw@LPCcpas.com>

Subject: Re: Tax Return

Ashley,

Today was the due date on the IRS "bill" with its fines.

Is what you said below that I don't need to pay that? I just want to be sure.

Thanks,

Jerdone

On Oct 8, 2024, at 12:54PM, Ashley Crenshaw <Ashley.Crenshaw@lpccpas.com> wrote:

Hello!

Non-profit organizations are required file a form 990 which goes to the IRS. There is also a form that is sent to the Secretary of State. This just shows them that non-profits are operating within their tax-exempt duties and funds aren't being misappropriated. We will make sure those forms are filed so that CDPOA stays compliant.

If I remember right, you all came to us when a previous treasurer had tried to file the 990 online and it rejected and needed to be paper filed. She didn't have the software to generate the forms, so we took over.

Then, Denny and the board wanted us to stay on as a checks and balance sort of system and tax prep.

If there's anything else, please let me know!

Ashley Crenshaw

CDPOA BOARD 2024 BUDGET -- EXPENSES

	2024 Budget	January 2024	February 2024	March 2024	April 2024 Expenses	May 2024 Expenses	June 2024 Expenses	July 2024 Expenses	August 2024	September 2024	October 2024	Total 2024 Expenses	Remaining Budget
EXPENSES													
Administrative:													
Insurance	\$3,165.00	\$0.00								\$1,270.00	Credit: \$104.00	\$1166.00	\$1,999.00
Attorney	\$2,000.00	\$0.00										\$0.00	\$2,000.00
Tax prep	\$500.00	\$0.00					\$600.00					\$600.00	-\$100.00
Accounting Fee	\$1,200.00	\$0.00	\$200.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$900.00	\$300.00
Copies/Stamps/Envelop	\$2,000.00	\$69.26	\$152.90	\$34.70	\$269.50	\$7.00	\$340.00	\$21.00			\$30.98	\$925.34	\$1,074.66
Website	\$1,600.00	\$0.00				\$46.34	\$1420.00					\$1466.34	\$133.66
Social	\$1,166.00	\$0.00			\$180.00		\$65.55					\$245.55	\$920.45
Other Projects	\$544.00	\$0.00											\$544.00
Total Operating Expense: Administrative	\$12,175.00	\$69.26	\$352.90	\$134.70	\$549.50	\$153.34	\$2525.55	\$121.00	\$100.00	\$1370.00	Credit: \$73.02	\$5,303.23	\$6,871.77
Property:													
Irrigation Water	\$450.00	\$57.85	\$0.00	\$23.09	\$42.97	\$0.00	\$42.39	\$41.76	\$0.00	\$41.75	\$33.79	\$283.60	\$166.40
Mowing Contract	\$18,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$15,000.00	\$3,000.00
General Property Maintenance	\$11,000.00	\$0.00	\$0.00	\$0.00	\$650.00	\$470.00	\$36.63	\$0.00	\$0.00	\$0.00	\$2290.45	\$2797.08	\$8,202.92
Total Operating Expense: Property	\$29,450.00	\$1,557.85	\$1,500.00	\$1,523.09	\$2,192.97	\$1970.00	\$1579.02	\$1541.76	\$1500.00	\$1541.75	\$3824.24	\$18,730.68	\$10,719.32
TOTAL OPERATING EXPENSE (TOE)	\$41,625.00	\$1,627.11	\$1,852.90	\$1,657.79	\$2,742.47	\$2,123.34	\$4,104.57	\$1,662.76	\$1,600.00	\$2,911.75	\$3,751.22	\$24033.91	\$17,591.09

CONTINGENCY FUND	\$8,000.00												
			Vyve Tsfr for Overdraft: \$62.05										
								Whirlpool Mgt: \$2,101.33					
												\$2,163.38	\$5,836.62